

## MANSFIELD TOWNSHIP COMMITTEE MEETING

August 23, 2017

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star Gazette and Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Salute to the flag was done by all.

### APPROVAL OF THE MINUTES:

Mr. Hayes made a motion to approve the minutes from the Regular meeting held on August 9, 2017, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mrs. Kocher

Abstain: None

Mrs. Mora Dillon made a motion to approve the minutes from the Executive Session held on August 9, 2017, which was seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mrs. Kocher

Abstain: None

### BILL LIST

Mr. Hayes asked about the Work n Wear bill from September 7, 2014 which is three years old, if there is an amount of time that we are required to have to pay previous bills.

Mrs. Mora Dillon made a motion to approve the Bill List with addendum, which was seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mrs. Kocher

Abstain: None

### PRESENTATION OF THE 2016 ANNUAL AUDIT

Mr. Ferry went through the 2016 Annual Audit with the Township Committee.

**TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN, STATE OF NEW JERSEY**

**RESOLUTION 2017-96**

## GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2016 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Financial Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations, and,

**WHEREAS**, the members of the governing body has personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, That the Township Committee of the Township of Mansfield, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Mr. Hayes made a motion to approve the passage of Resolution 2017-96, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mrs. Kocher

Abstain: None

## RESOLUTION 2017-97

### RESOLUTION FOR CORRECTIVE ACTION PLAN FOR 2016 AUDIT REPORT OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY

**WHEREAS**, Local Finance Notice #92-15 issued July 8, 1992, requires that all municipalities prepare and submit a Corrective Action plan as part of their annual audit process and in accordance with OMB Circulars and #92-15, and

**WHEREAS**, the resolution is submitted to the Division of Local Government Services, Department of Community Affairs and placed on file with the clerk sixty (60) days from the date the audit was received by the governing body, and

**WHEREAS**, the audit report was received on July 10, 2017, and

**WHEREAS**, this corrective action plan resolution has been prepared by the Acting Chief Financial Officer and approved by the governing body of the Township,

**WHEREAS**, Natasha Turchan, Consultant to the Finance Office, has prepared a corrective action plan for findings in the 2016 Audit Report of the Township of Mansfield, County of Warren, State of New Jersey, and

**WHEREAS**, the Chief Financial Officer has provided the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, with a copy of this corrective action plan, and

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, have reviewed the findings and the corrective actions of this plan,

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey approve the corrective action plan and that the Consultant for the Finance Office of the Township of Mansfield, County of Warren, State of New Jersey, is hereby directed to carry out the Corrective Action Plan for the 2016 Audit Report and have a copy of this resolution forwarded to the Department of Community Affairs.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2017-97, which was seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mrs. Kocher

Abstain: None

#### CLERKS REPORT:

Ms. Hrebenak stated that the bids were received for the Municipal Building Roof and the Township Committee was given the spreadsheet of the totals. The bids have been sent over to the professionals for review.

Ms. Hrebenak stated that the Township Committee was given copies of the bid package for the DPW generator and we would need to make a motion to approve going out to bid.

Mr. Hayes made a motion to approve the DPW generator project to go out to bid, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mrs. Kocher

Abstain: None

Ms. Hrebenak stated that there was a letter received from the Mansfield Township Relief Association requesting that the Township Committee authorize JoAnn Griffith attending the Fireman's Convention as a Life Delegate and the dates are September 14 and 15, 2017. Ms. Hrebenak requested that a motion be made to authorize this.

Mr. Hayes made a motion to approve JoAnn Griffith's time off for the Fireman's Convention, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mrs. Kocher

Abstain: None

#### EMPLOYEES REPORTS:

Mrs. Fascenelli stated that she talked with Donnelly Energy, they have worked the grant paperwork and will move forward with the work. Mrs. Fascenelli will check to see which furnace they will be installing.

Mrs. Fascenelli stated she and Ms. Hrebenak did the Best Practices and we have enough points to not receive a penalty.

#### ENGINEERS REPORT:

Mr. DiSessa stated that DOT approval was received for the Watters Rd project so it can go out to bid.

Mr. Misertino made a motion to approve the bidding of Watters Rd project, which was seconded by Mr. Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mrs. Kocher

Abstain: None

Mr. Hayes asked Mr. DiSessa for a timeframe and if the paving could be extended to Heiser Rd.

Mr. Misertino asked if there should be a motion to authorize this addition to the bid.

Mr. Misertino made a motion to include the piece of Watters road that was requested by Mr. Hayes, which was seconded by Mr. Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mrs. Kocher

Abstain: None

PUBLIC PORTION:

Mayor Watters opened the floor for public comment; seeing there were none the public comment portion was closed.

RESOLUTION:

**TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY**

**RESOLUTION # 2017 –94**

**TITLE: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159**

**WHEREAS**, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of any item of appropriation for an equal amount; and

**WHEREAS**, the Township of Mansfield will receive \$ 5,500.00 for a Click It or Ticket Grant and wishes to amend its 2017 budget to include a portion of this amount as a revenue

**NOW, THERE, BE IT RESOLVED** that the Township of Mansfield hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2017 in the sum of \$5,500.00 that is now available as revenue from:

Miscellaneous Revenues

Special Items of General Revenue Anticipated with Prior Written Consent

Of the Director of Local Government Services:

Public and Private Revenues Offset with Appropriations:

Click It or Ticket Grant

**BE IT FURTHER RESOLVED**, that a like sum of \$5,500.00 be and the same is hereby appropriated under the caption of:

General Appropriations

Operations – Excluded from caps Public and Private Programs

Offset by Revenues:

Click It or Ticket Grant

**BE IT FURTHER RESOLVED**, that the Municipal Clerk forward two copies of this resolution to the Director of Local Government Services.

Mr. Hayes made a motion to approve the passage of Resolution 2017-94, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mrs. Kocher

Abstain: None

RESOLUTION 2017-95  
RESOLUTION  
A RESOLUTION TO APPOINT SUBSTITUTE PUBLIC DEFENDERS

WHEREAS, the position of Public Defender is filled by persons providing services; and

WHEREAS, instances present themselves that there may be a need to have substitute Public Defenders appointed;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, Warren County, New Jersey as follows:

That Charles O'Connell and Kenneth Krause be appointed substitute Public Defenders for the year 2017.

Mr. Misertino made a motion to approve the passage of Resolution 2017-95, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mrs. Kocher

Abstain: None

2017-98  
RESOLUTION PROVIDING FOR THE FORM, MATURITIES AND OTHER DE-  
TAILS OF THE REFUNDING BONDS OF THE TOWNSHIP OF MANSFIELD.

August 23, 2017

WHEREAS, the Township Committee of the Township of Mansfield, in the County of Warren, New Jersey (the "Township"), has heretofore adopted an ordinance authorizing bonds to refinance part of the cost of various general improvements in said Township; and

WHEREAS, it is necessary to issue bonds pursuant to said ordinance in a principal amount of \$900,000 and it is deemed advisable and in the best interests of the Township, for the purpose of the orderly marketing of said bonds and for other financial reasons, to combine the bonds authorized under said one ordinance into one consolidated issue in the aggregate principal amount of \$900,000 pursuant to the Local Bond Law, constituting Chapter 2 of Title 40A of the Revised Statutes of New Jersey; NOW, THEREFORE,

BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD IN THE COUNTY OF WARREN, NEW JERSEY that:

Section 1. There shall be issued bonds of the Township in the following principal amount pursuant to the following bond ordinance:

A.       \$900,000 bonds, being a portion of the bonds authorized by an ordinance entitled: (Ord. No. 2017-06)

"REFUNDING BOND ORDINANCE PROVIDING FOR THE REFUNDING OF CERTAIN  
GENERAL IMPROVEMENT BONDS OF THE TOWNSHIP OF MANSFIELD, NEW JER-  
SEY, APPROPRIATING \$1,000,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF

**\$1,000,000 BONDS OR NOTES OF THE TOWNSHIP FOR FINANCING THE COST  
THEREOF"**

heretofore finally adopted.

Section 2. The bonds referred to in Section 1 hereof are hereby combined into one consolidated issue of bonds in the aggregate principal amount of \$900,000 and are sometimes hereinafter collectively referred to as the "Bonds." The bonds referred to in Section 1 shall each be designated "General Obligation Refunding Bonds, Series 2017" and shall be numbered with the prefix G from one consecutively upward. The bonds of said issue shall be dated the date of delivery and will be issued in fully registered form.

Upon issuance, the Bonds will be delivered to the registered owner in single denominations for each maturity of the Bonds. Individual purchases of beneficial interests in the Bonds will be made in the denomination of \$1,000 each or any integral multiple thereof.

The Bonds shall bear interest and shall mature on September 1, in each of the following years and in the following principal amounts:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2018	\$100,000	2.59%
2019	95,000	2.59
2020	105,000	2.59
2021	105,000	2.59
2022	105,000	2.59
2023	100,000	2.59
2024	100,000	2.59
2025	100,000	2.59
2026	90,000	2.59

The Bonds shall not be subject to redemption prior to their respective maturity dates.

Section 3. The Bonds shall bear interest from their date based on their outstanding principal amount at the rates set forth in Section 2 of this Resolution, shall be payable as to principal in lawful money of the United States of America at the administration office of the Township in Mansfield, New Jersey, payable semi-annually on the first day of March and September in each year until maturity, commencing on March 1, 2018, by check or draft mailed on such interest payment date to the owners thereof registered as such as of each next preceding February 15 and August 15. Interest on the Bonds shall be calculated on the basis of a 360-day year of twelve 30-day calendar months.

Section 4. The Bonds shall be signed by the Mayor or Deputy Mayor and the Township Chief Financial Officer, by their manual or facsimile signatures, and the corporate seal of the Township shall be affixed thereto, or imprinted or reproduced thereon and shall be attested by the manual signature of the Clerk or Deputy Clerk of the Township.

Section 5. The Bonds are hereby sold and awarded to TD Bank, N.A. at the price of \$900,000.00. The Mayor and Deputy Mayor are authorized on behalf of the Township to execute the said Term Sheet by and between the Township and TD Bank, N.A.

Section 6. The Bonds and the registration provisions endorsed thereon shall be in substantially the following form:

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2017-98, which was seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mrs. Kocher

Abstain: None

**RESOLUTION # 2017-99  
LIEN REDEMPTION**

TOWNSHIP OF MANSFIELD  
WARREN COUNTY, STATE OF NEW JERSEY

**WHEREAS**, the Tax Collector of the Township of Mansfield has advised the Committee that the following property has been redeemed and the money due thereon paid to the Township of Mansfield Tax Collector;

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield this 23RD day of August 2017, that payment is to be made to the certificate holder as noted:

<b>Block</b>	<b>Lot</b>	<b>Address</b>	<b>Lienholder</b>	<b>Cert#</b>	<b>TOTAL REFUNDED</b>	
703.02	29	84 Karrville Rd	US Bank Cust	15-00004	\$ 26,467.27	Lien
			BV002TRST & CRDT			
			50 S 16 <sup>th</sup> St Suite 2050		\$ 19,900.00	Premium
			Philadelphia, PA 19102			

Mr. Hayes made a motion to approve the passage of Resolution 2017-99, which was seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mrs. Kocher

Abstain: None

**EXECUTIVE SESSION:**

Ms. Campbell, Esq. stated that during Executive Session a personnel matter regarding Flexible Spending and a CFO hire will be discussed.

Mr. Hayes made a motion to enter into Executive Session at 7:55 pm, which was seconded by Mrs. Mora Dillon.



Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters  
Nays: None  
Absent: None  
Abstain: None

Mr. Hayes made a motion to return from Executive Session at 8:43 pm, seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters  
Nays: None  
Absent: None  
Abstain: None

Ms. Campbell, Esq. stated that during Executive Session the Committee discussed a personnel matter regarding Flexible Spending and interviews for CFO position, copies of these minutes will be available as soon as the Committee feels they are no longer a harm to the public interest.

ORDINANCE:  
2nd Reading:

Mayor Watters opened the floor for public comment; seeing there was none the public portion is closed.

**ORDINANCE NO. 2017-09**

**TOWNSHIP OF MANSFIELD**

**AN ORDINANCE PROVIDING FUNDING FOR IMPROVEMENT TO THE MUNICIPAL BUILDING FOR THE TOWNSHIP OF MANSFIELD AND APPROPRIATING \$37,096.39 FOR SUCH PURPOSE.**

BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, AS FOLLOWS:

Section 1. The Township of Mansfield, in the County of Warren, New Jersey, authorizes improvements to the municipal building to be undertaken, to be funded from the sources specified in Section 2 of the Ordinance.

Section 2. The amount of \$37,096.39 is hereby appropriated for the purposes stated in Section 1 of the Ordinance and which amount was funded from the General Capital Reserve.

Section 3. In connection with the purpose and the amount authorized in Sections 1 and 2 hereof, the Township determines the purpose described in Section 1 hereof is not a Current Expense and is an improvement which the Township of Mansfield may lawfully make as a general improvement.

Section 4. All ordinances or parts of ordinances which are inconsistent with the terms of this Ordinance be and the same are hereby repealed to the extent of their inconsistency.

Section 5. This Ordinance shall take effect immediately upon due passage and publication according to law.

Mrs. Mora Dillon made a motion to approve the passage of Ordinance 2017-09 and that the results be advertised, which was seconded by Mr. Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

COMMITTEE PERSON COMMENTS:

Mr. Hayes stated that he met with the OEM and the four fire chiefs to go over the ISO report.

Mr. Hayes stated that he was invited last night to the NJ Transportation Planning Authority regarding the Morris Canal gateway corridor from Phillipsburg to Jersey City.

Mr. Misertino asked if everyone received the email for the tablet/laptop Lenovo Flex 4.

Mrs. Mora Dillon stated that she feels that this will be an additional thing that can be OPRA requested.

Mr. Misertino made a motion to approve getting the six Lenovo Flex 4 tablets, which was seconded by Mrs. Kocher.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher

Nays: Mrs. Mora Dillon, Mayor Watters

Absent: None

Abstain: None

Mr. Misertino stated that at the last meeting we made a motion to send a letter or support for the Morris Canal Greenway trail, but did not support the recreation trail grant.

Mrs. Mora Dillon made a motion to adjourn at 9:05pm.